



SECTION 3. COUNTY ADMINISTRATION

3.15 CODE ENFORCEMENT EMPLOYEE POSITIONS

A. GENERAL POLICY.

(1) It is the intent of Seminole County to appoint/designate Department and/or Division employee position/s as Code Enforcement Officers.

- (a) Seminole County Tax Collector
 - (1) Occupation License Manager
- (b) Public Safety Department
 - (1) Animal Control Officers
 - (2) Fire Inspectors
- (c) Planning and Development Division
 - (1) Environmental Inspector
 - (2) Biologist
 - (3) Natural Resources Officer
 - (4) Construction Management Engineer
 - (5) Zoning Violation Inspectors
 - (6) Site Inspector
- (d) Environmental Services Department
 - (1) Contract Technician
 - (2) Solid Waste Program Technician
 - (3) Environmental Inspector
 - (4) Lead Meter Reader
 - (5) Meter Reader
 - (6) Utilities Construction Inspector
 - (7) Utilities Inspector
 - (8) Utilities Operations Supervisor
- (e) Public Works Department
 - (1) Road Division Superintendent
- (f) Building Division
 - (1) Building Official
 - (2) Deputy Building Official
 - (3) Chief Inspector
- (g) Sheriff – employees of the Sheriff as designated by the Sheriff

B. TRAINING.

(1) The Board of County Commissioners establishes requirements for initial training and qualification of Code Enforcement Officer which at the discretion of the County Manager may include the following in-house instruction program:



<u>SUBJECT</u>	<u>TAUGHT BY</u>	<u>HOURS</u>
Ordinance No. 92-11	County Attorney	2 hrs.
Citation Mechanics	Sheriff's Department	1 hr.
Citation Psychology and Report Writing	Sheriff's Department	1 hr.
Court Procedures and Testifying	State Attorney	1 hr.
Rules of Evidence and Preparation Evidence	State Attorney	1 hr.
Public Relations	County Manager	2hrs.

(2) Subsequent to the initial training of designated Code Enforcement Officers, the above in-house instruction program may be scheduled and presented in whole or in part from time to time when the County Manager determines that such instruction is necessary to assure that Code Enforcement Officers are properly trained.

(3) The County Manager shall schedule annual in-house continuing instruction for all designated Code Enforcement Officer. The annual in-house continuing instruction shall be directed at updating changes in the law, County Codes, procedures and public relations and at the direction of the County Manager may include:

<u>SUBJECT</u>	<u>TAUGHT BY</u>
Continuing education related to Code Enforcement Law and County Codes	County Attorney
Citation Mechanics	Sheriff's Department
Court Procedures and evidence	State Attorney
Public Relations	County Manager
Citation Practice	Code Enforcement Officers

(4) Newly employed personnel assigned to positions designated as Code Enforcement Officer Positions may satisfy the training and qualifications requirements by supervised practical applications of the above instruction program set forth in Section 1. The newly employed person shall work under the supervision of a trained Code Enforcement Officer until the appropriate Department Director determines that the person has acquired the necessary training to act independently. All newly employed persons shall participate in the annual in-house continuing instruction provided in Section 3.

(5) The training and qualifications set forth in this Code are deemed to supplement and not repeal nor conflict in any way with Seminole County's Personnel Policies.

C. AUTHORITY. Resolution 92-R-185 dated July 14, 1992
Resolution 2012-R-107 adopted June 12, 2012